

**SECRET**

CLASSIFICATION
EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION
66-3648

15 August 1966

**MEMORANDUM FOR: Director of Central Intelligence**

**VIA : Deputy Director for Plans**

**SUBJECT :**

25X1

1. This memorandum contains a request for action by the Director as stated in Paragraph 3 below.

2. The performance of the  and

25X1

25X1

This was a real team effort in which each officer and employee gave more than a full measure of service. Due recognition should be accorded to the individuals who contributed to this performance and since this includes all PCS officers and employees as well as a few others I believe the most appropriate form of recognition would be a citation from the Director to the entire group. Attached for the Director's signature are copies of such a citation in the name of each officer and employee. I believe this citation will constitute appropriate official recognition of the meritorious service which this group has performed and that the Director's signature to each individual certificate will add a most valued personal touch. After delivery to the individual each certificate would be returned for deposit in the respective personnel files.

**SECRET**

GROUP 1
Excluded from automatic
downgrading and
declassification

- 2 -

3. It is recommended that the Director sign each of the  
[redacted] attached citation certificates.

25X1

[redacted]

25X1

[redacted]

25X1

Attachments:  
As above

Signature Recommended:

25X1

[redacted]

19 AUG 1966

/s/ Deputy Director for Plans

SECRET

Approved For Release 2003/08/20 : CIA-RDP84-00780R001400010035-0  
Planning Items -- Longevity Awards Ceremony

*Personnel 3*

1. Arrangements for Reception of Audience

We have 12 usherettes who have already been briefed on their role in receiving and seating Agency employees. These same usherettes have been asked to applaud at the proper time, i.e., when the Vice President and Director walk in and leave.

2. Music

As the audience comes into the auditorium, the organist will play light-hearted music. Examples of the songs she has rehearsed are "Alleycat", "September Song", "Bye, Bye Blues", "King of the Road", etc. When the Vice President, Director, and other officials on stage begin to leave the stage and auditorium, the organist is prepared to play brisk, martial type music, i.e., "Stars and Stripes", "Marching Along Together", "Stout-Hearted Men", and if additional music is needed, the Marine Hymn, "Semper Paratus". We believe that the Vice President, Director, and others will be out of the auditorium while the "Stars and Stripes" is being played.

3. Audience

Tickets have been distributed and special attention is being given to those 20 Agency employees who will actually go on stage to receive their certificates. As with the rest of the audience, these employees will be seated by 11:45. Their place will have been verified against a list that conforms with the order of the certificates held by the Director of Personnel on stage. The 15-year certificate awardees are first and the 10-year certificates awardees are second.

After the opening remarks by the Director of Personnel and as the Director comes forward to present service certificates, the awardees will be guided from their seats to the base of the stage. As their names are read, they move up the steps and on stage. After receiving their certificates, they leave the stage and return to their seats walking in front of the stage.

We plan to call these awardees on Friday and on Monday morning to be sure that they will be present at the ceremony.

#### 4. Vice Presidential Seal

25X1 [ ] has been in touch with the Vice President's office in an attempt to get a seal in advance of the ceremony. It may still be possible to obtain a seal in advance. If not, he has been assured that the Secret Service men accompanying the Vice President will have the seal and will attach it to the podium before the Vice President reaches the stage. [ ] has checked 25X1 to see what kind of hooks there are on the back of this seal to be sure that we can actually handle it, and we will have no problem.

#### 5. Seating

25X1 [ ] has talked with the State Department Protocol Office and a suggested seating arrangement has been submitted to the Executive Director for approval. We will have to await further instructions as to the actual seating arrangement. In advance of the ceremony, name tags will be placed on the chairs on stage and the Director of Personnel will be there to

ensure proper seating by the Deputy Directors. Each Deputy Director will be escorted to the stage.

6. Reception of Vice President into the Auditorium and as he leaves

We have cued selected Agency employees to rise and start applauding when the Vice President and the Director enter the auditorium and as they begin to leave the stage. We feel that the rest of the assembly will respond spontaneously to the cued rising and applauding.

7. Timing of Vice President's Arrival

25X1 We have been working with [ ] ODCI Security. He has informed us that the Vice President has an engagement at Howard University at 10:30.

25X1 At our request, [ ] has determined from the Secret Service that 30 minutes has been allocated for the drive from Howard University to the auditorium and that an early arrival is most unlikely. This tight schedule allows the Vice President only one hour at Howard University if he is to make his appointment

25X1 at the Agency Award Ceremony. [ ] working with the Agency's Physical Security Branch, has made appropriate arrangements for an Agency car to meet the Vice President's car at either gate and to escort it to the Agency's auditorium.

On arrival he will be met at the lobby of the auditorium by the Director and

25X1 escorted into the auditorium. [ ] has also informed us that a little command post is being set in the auditorium in accordance with Secret Service instructions. From this point, he and the Agency's Secret Service Liaison Officer will be in constant radio communication with the Secret Service men

accompanying the Vice President. We will be told first when the Vice President leaves Howard University and we have asked for an alert by car radio when the Vice President is 10 minutes away. This 10-minute interval should allow the Director enough advance notice to come down to the auditorium to receive the Vice President. The radio communication will also alert us to any difficulty encountered enroute.

If the Vice President is late, we will have to be prepared to react accordingly. If we expect him to be 10 or 15 minutes late, the Director of Personnel can explain to the audience that the ceremony is being delayed because we are momentarily expecting the Vice President to arrive. If we learn that the Vice President will be more than 15 minutes late, the Director will have to decide whether to begin the ceremony and interrupt it for the Vice President's arrival or to further delay the opening.

Although unlikely, if the Vice President should arrive as much as 10 or 15 minutes early, his car will be escorted not to the auditorium but to the Main Entrance. He will be met there by the Director and escorted to the Executive Reception Room (next to the main lobby). At the appropriate time, they then walk to the auditorium.

25X1 All of the aspects of the Vice President's arrival, entry into the building, and  
departure are being coordinated by [ ] with the C/Physical Security  
Division, and with Mr. Stoner, Secret Service liaison. In anticipation that the Vice  
25X1 President may wish to use it, [ ] is arranging for the restroom in the  
25X1 auditorium to be cleaned. [ ] will see that the room is secured and that no  
one other than the Vice President can enter.

	UNCLASSIFIED		CONFIDENTIAL		SECRET
<p align="center"><b>CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP</b></p>					
TO	NAME AND ADDRESS		DATE	INITIALS	
1	Executive Director-Comptroller 7D-59 HQ				
2					
3					
4	GIVEN TO MR BANNERMAN				
5	BY COL. WHITE				
6					
	ACTION		DIRECT REPLY	PREPARE REPLY	
	APPROVAL		DISPATCH	RECOMMENDATION	
	COMMENT		FILE	RETURN	
	CONCURRENCE		INFORMATION	SIGNATURE	
<p><b>Remarks:</b></p> <p>Attached are drafts of</p> <ul style="list-style-type: none"> <li>a. Remarks of the Director of Personnel;</li> <li>b. An outline of remarks for possible use by the Director;</li> <li>c. A suggested text for the Director for our Awards Ceremony Monday, 19 September.</li> </ul> <p>We have timed all events prior to the addresses of the Director and the Vice President. Elapsed time prior to the Director's address will be not more than 13½ minutes. If the Director limits his remarks to 5 minutes, there will remain 11½ minutes of the allotted 30 for the Vice President should he choose to speak this long.</p>					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.				DATE	
Director of Personnel, 5E-56 HQ				14 Sep 66	
	UNCLASSIFIED		CONFIDENTIAL		SECRET

REMARKS BY MR. ECHOLS

Ladies and Gentlemen--

It is my privilege to welcome you to the Agency's Sixth Annual Awards Ceremony.

Our platform guests perhaps need no introduction. But because we are a highly compartmentalized organization, occupying several dispersed buildings, and with few over-all assemblies, I will nonetheless identify them to you.

For reasons of clarity and with disregard for protocol, I shall follow the order of seating from platform right to platform left--with an important omission of our very distinguished visitor who will be introduced by Mr. Helms.

On the far right: Colonel L. K. White, our Executive Director. (Col. White should stand briefly.)

Passing our distinguished visitor, next: Mr. Richard Helms, the Director of Central Intelligence. (Mr. Helms should stand briefly.)

Dr. Albert Wheelon, the Deputy Director for Science and Technology. (Dr. Wheelon should stand briefly.)

Mr. Desmond FitzGerald, the Deputy Director for Plans. (Mr. FitzGerald should stand briefly.)

Mr. Robert Bannerman, the Deputy Director for Support. (Mr. Bannerman should stand briefly.)



Mr. Edward Proctor, the Assistant Deputy Director for Intelligence who is filling in today for Jack Smith, the Deputy Director for Intelligence who was unable to attend this ceremony. (Mr. Proctor should stand briefly.)

PAUSE

Yesterday, the 18th of September 1966 was the 19th anniversary of the Central Intelligence Agency. For the past five years we have used this anniversary as the occasion for giving special recognition to Agency employees.

[To be used only if the Vice President does not appear. Before turning the platform over to Mr. Helms for the feature event, let me call to your attention that your program booklets describe other employee recognition programs and the achievements of Agency personnel in the past year--the Agency's Honor Awards Program and the Suggestion and Invention Awards Program. The section on Public Service Awards briefly describes the records of the individuals who were nominated by the Agency for National recognition.]

As you all know, the Director established our Longevity Awards Program some five years ago. These awards give special recognition to employees who have demonstrated that they are dedicated careerists in the service of the Agency and of their country. A Service Certificate is presented to an employee after he completes his tenth year of service with the Agency and each five years thereafter.

Three years ago we presented our first Fifteen Year Certificates. Next year, 1967, we will present our first Twenty Year Certificates.

Practical considerations, including the limited size of this auditorium, preclude our inviting all eligible employees to receive their certificates here today. Instead, our ceremony must be symbolic. Each Directorate has designated a few individuals to receive their certificates here today and a number of others to participate as observers. Employees who have earned their certificates, but do not receive them here today, will receive them from their Office Heads at appropriate ceremonies during the next few days.

I will now call the names of those whose certificates are being presented at this ceremony, and invite them to come up to receive them from the Director. The first group of employees will receive their Ten Year Certificates.

ROLL CALL OF TEN NAMES.

The second group of employees will receive their Fifteen Year Certificates.

ROLL CALL OF TEN NAMES.

(Following presentation of certificates, the Director takes over the podium without further introduction.)

OUTLINE

1. Introduction: (Glad to be here in recognition of the Agency's careerists.)
2. (Consider myself something of careerist and often reflect on how the Agency has grown in size and mission since it was created as a permanent body in 1947.)
3. (Individual honors are awarded each year to individuals for specific accomplishments of an unusual or heroic nature. Today, the Agency honors loyalty, devotion to duty, dedication, and solid performance. The simple fact that you have survived here for 10 or 15 years under all of the stresses and strains of our work is in itself an achievement. The continuity which you represent is essential in an intelligence organization.)
4. (Statistics: including this year's certificates: [ ] 10-year certificates and [ ] 15-year certificates. It is meaningful to observe that [ ] of the careerists with the Agency today have been with CIA for 10 years or more and almost [ ] have been here since 1947. Our annual attrition rate is probably the lowest in Government.)
5. (Introduction of Vice President; this distinguished guest makes this particular ceremony a real occasion.)

STATINTL

STATINTL

SUGGESTED TEXT

1. I am very glad to be here today to honor the career staff of our Agency.

2. Since I believe that I too am something of a careerist after 19 years of service with CIA, I often reflect on the almost unbelievable growth of the Agency in size and mission since its inception. We have grown from a small clearing-house to a large, well-informed outfit making a positive contribution to the nation's security. You who are here today, and your colleagues whom you represent, have made this development possible!

3. Each year I and my predecessors have conducted a number of individual ceremonies at which we have honored various individuals in the Agency who have excelled in a particular task or who have risked their lives in a hazardous mission or situation. Today's ceremony is an opportunity for recognition of those careerists who have had no opportunity for such unusual accomplishment. Their achievement is one of long Agency service typified by loyalty, devotion to duty, dedication--and solid performance contributing to the Agency's mission. The fact that they--that you--have survived for ten or 15 years under all of the stresses and strains of your important responsibilities is of itself a noteworthy achievement. Without your personal dedication and contribution, we would not have the continuity of experience which is manifestly essential to an intelligence organization.

4. In looking at the statistics before me, it is clearly apparent that our Agency has this needed continuity. As I read these figures to you, keep in mind that we are today celebrating merely the 19th Anniversary of the Agency.

STATINTL Including this year's presentation we will have awarded [ ] STATINTL Ten-Year Service Certificates and, in the four years since we celebrated our 15th Birthday, [ ] Fifteen-Year Service Certificates. Of the careerists with the Agency today, [ ] have completed ten or more STATINTL years with the outfit and almost [ ] have been here since 1947. Our STATINTL attrition rate indicates that we are going to maintain this continuity. If, as I truly believe, continuity and depth of experience are key ingredients to effectiveness in our field of work, our continued success is assured.

5. And now it is my pleasure to introduce to you our distinguished visitor who was bypassed in Emmett's introduction of our platform guests. This visitor needs no introduction. We are highly complimented by his presence here today which makes a very special occasion of our 19th Anniversary. Ladies and Gentlemen, the Vice President of the United States ---